

**EAST CASCADE EMERGENCY SERVICES COUNCIL**  
**BYLAWS**

**Article 1**  
**ORGANIZATION OVERVIEW**

The East Cascade Emergency Medical Services Council (ECEMS) was established through the consolidation of Central Oregon Emergency Medical Services and the Central Oregon Chapter of the Oregon State Emergency Medical Technicians Association, to centralize leadership in pre-hospital emergency medical care. Membership consists of organizations associated with previous parent organizations. The ECEMS Council seeks to coordinate the activities of, and provide leadership and direction, for emergency medical care in Central and Eastern Oregon. ECEMS recognizes the Central Oregon Fire Chief's Association (COFCA) as the primary agency to work with in order to facilitate guidance on how best to use resources that benefit all the fire and EMS agencies in the greater Central Oregon geographical area.

**1.1 PURPOSE AND OBJECTIVES**

The purpose and objectives of ECEMS shall be:

1. To unite agencies within Central Oregon for the promotion and delivery of pre-hospital emergency medical services.
2. To study, formulate, and recommend desirable standards for pre-hospital care.
3. To act as a facilitator for the exchange of professional information among its members.

**ARTICLE 2**  
**REPRESENTATION**

**2.1 MEMBERSHIP**

Membership in the association shall be open to any individual or organization actively engaged in providing or supporting pre-hospital emergency medical care. Membership shall be divided into two categories:

1. Voting
2. Non-Voting

**2.2 VOTING MEMBERSHIP**

Membership is open to any individual functioning in the capacity of administrator, educator, or supervisor in Central Oregon having pre-hospital emergency medical service responsibilities or interests. A voting member, with current paid dues, has full voting rights. Example of voting members could be:

1. Public fire and EMS agencies
2. College EMS program representatives
3. Search and Rescue Organization

4. Air Ambulance Agencies
5. Ski Patrols
6. Private Pre-Hospital Agencies
7. Dispatch Centers
8. County Emergency Management
9. Hospitals
10. Physician advisor for ECEMS

2.3 **NON-VOTING MEMBERSHIP**

Non-voting membership is open to any individual functioning in the capacity of administrator, educator, or supervisor having pre-hospital emergency medical service responsibilities or interests. A non-voting member has no voting rights. An example of a non-voting member could be:

1. Vendors
2. State or National EMS Representative
3. BLM/USFS EMTs
4. National Guard or Military Agencies

2.4 **DELEGATES**

Each voting agency will be represented by one voting representative.

2.5 **QUALIFIED AGENCIES**

The active members of ECEMS will determine whether an agency seeking to join ECEMS is qualified and what their voting status will be.

2.6 **ROSTER**

A roster of participating agencies and their delegates will be revised annually.

**ARTICLE 3**  
**EXECUTIVE BOARD AND ELECTIONS**

3.1 **EXECUTIVE BOARD**

The Executive Board consists of a President, Vice-President, Treasurer, and Secretary

The duties of the Executive Board shall be to:

1. Provide coordination and direction of the membership
2. Administer grants and funds within its jurisdiction

The Executive Board shall meet at times and frequencies deemed necessary by any Member of the Executive Board. Any decisions made by the Executive Board will be interim decisions subject to ratification at the next regular or special meeting.

### 3.2 **PRESIDENTIAL DUTIES**

The duties of the President shall be:

1. Be the official spokesperson for ECEMS and responsible for all official correspondence.
2. Preside and officiate meetings
3. Appoint all committees

### 3.3 **VICE-PRESIDENT DUTIES**

It shall be the duty of the Vice-President to perform all the duties of the president in their absence.

### 3.4 **TREASURER DUTIES**

In the absence of the President and Vice-President, the Treasurer shall assume the duties of the President. In addition, the Treasurer shall collect and deposit all monies due, issue receipts, and pay all orders drawn on behalf of ECEMS. The Treasurer shall submit a statement summarizing the financial position to include all accounts payable receivable, and account balances at each meeting. At the expiration of the term of office, the Treasurer shall deliver to their successor all monies, books, financial information, and other related property belonging to or held in trust for ECEMS.

### 3.5 **SECRETARY DUTIES**

The Secretary shall prepare and keep an accurate written record of all proceedings at meetings and maintain a copy of all communications. Should the Secretary not be able to attend each meeting, a Member will be appointed to fulfill such duties and forward a copy to the Secretary. The Secretary shall make available a copy of all proceedings of summary thereof to all Members. The Secretary shall deliver to their successor all books, records, and other related property belonging to or being held in trust for ECEMS.

### 3.6 **ELECTIONS**

Members of the Executive Board shall be elected by a vote of the agency delegates. Executive Board Members must be a designated agency delegate. Nominations will be held during the October meeting with elections to be held at the January meeting. The term of office will begin at the conclusion of the January meeting of each even year. The term of office for all Executive Board Members will be for two calendar years. Interim vacancies may be appointed by a vote of the delegates to fill unexpected expired terms. Executive Board Members may be removed from office according to Robert's Rules of Order. Re-elections will be allowed.

**ARTICLE 4**  
**COMMITTEES**

4.1 **COMMITTEES**

Committees shall be appointed by the President as needed and approved by the membership at a regular or special meeting. Membership of the committees can be non-delegates who are Members of ECEMS.

**ARTICLE 5**  
**MEETINGS**

5.1 **REGULAR MEETINGS**

Regular meetings will be held quarterly (January, April, July, and October) on the first Wednesday at 13:30 hours. In the event the first Wednesday falls on or close to a federal holiday, the meeting will be moved to the following Wednesday. As of April 6<sup>th</sup>, 2022 the decision was made go back to in-person meetings twice a year. The in-person meetings will be held in April and October. Lunch will be served at both meetings starting at 12:30 and the October meeting will include a protocol update meeting at the conclusion of the regular ECEMS meeting. In person meetings will be held at the main fire station in Redmond at 341 NW Dogwood Ave.

5.2 **SPECIAL MEETINGS**

Special meetings may be called by the President or any three delegates. The minimum of seven days shall be required to call a special meeting of the delegates. The delegates shall be notified by electronic mail of the date, place, time, and purpose of the Special meeting.

5.3 **ROBERT'S RULES OF ORDER**

The latest edition of Robert's Rules of Order shall the parliamentary rules of ECEMS and a copy shall be available at every convened meeting.

5.4 **QUORUM**

A quorum shall be a minimum of one half of the voting Members.

**ARTICLE 6**  
**DUES**

6.1 **DUES AMOUNT**

Dues may vary from year to year. The amount will be set during the January meeting by the President, and approved by the delegates

6.2 **ANNUAL DUES**

Annual dues will be mailed out to all the voting Members within the 3<sup>rd</sup> quarter of every year, and will be returned by December 31<sup>st</sup>. The treasurer will see that all agencies represented are invoiced the agreed upon amount.

6.3 **OBLIGATIONS**

Voting members will be required to pay annual dues.

**ARTICLE 7**  
**AMENDMENTS**

7.1 **BYLAW AMENDMENTS**

A voting Member may make an amendment to the bylaws by making a motion at any meeting. If the motion gains a second, discussion will follow. The vote on the amendment cannot take place until the next regular meeting following the printing of the amendment. Amendments to the bylaws require a 2/3 vote by the voting membership when a quorum is present. All amendments shall take effect immediately upon the adoption by the Members.

**ARTICLE 8**  
**PURCHASING RULES**

8.1 **PURCHASE AUTHORIZATION**

The Executive Board may authorize a purchase of not more than \$300 with a majority vote, and must report the purchase and reason to the group at the next regular meeting. Any purchase greater than \$300 must be approved by a quorum of the Membership at a Regular or Special meeting.

Approved by a vote of the Members on March 6, 2007  
Amended by a vote of the Members on January 6, 2016  
Amended by a vote of the Members April 7, 2021  
Amended by a vote of the Members July 13<sup>th</sup>, 2022